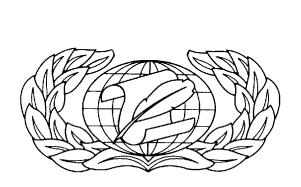# AFSC 3A0X1
INFORMATION MANAGEMENT

CAREER FIELD EDUCATION
AND TRAINING PLAN

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INFORMATION MANAGEMENT
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PART I

Preface

1. Information is a critical national resource. The Air Force of the 21st Century is fueled on and powered by information, its associated technology, and the knowledge and experience to master both. Senior Air Force leaders recognize that the creation, collection, dissemination, and protection of information are absolutely vital to the success of the Air Force's mission. No where is this more readily apparent than in Air Force Vision 2020 which acknowledges information superiority as a core Air Force competency.

2. As an information manager you play a crucial role in employing the Communications and Information core capabilities:

> Information Transport
> Information Computing
> Information Assurance
> Information Management

3. People are the foundation of our Air Force. We must continually strive to ensure they are well trained, educated, and developed in order to prepare them to meet the challenges of the future. The 3A0X1 CFETP is the framework for meeting those challenges for the Information Management career field.

4. The CFETP outlines the training information managers need at various times during their career to perform effectively. Management uses Parts I and II to plan, manage, control, and document training. Following this plan and command supplements will enable the Air Force to train today's information managers for tomorrow's challenges.

4.1. Part I provides the information necessary for overall management of the IM career field. It contains administrative details and a specialty description, explains the purpose and use of the CFETP, identifies career field requirements/progression, provides career field information, and documents training decisions. In addition, each skill level is defined, resource constraints are identified, and a continuation training list is provided.

4.2. Part II provides the information necessary to control training. It includes the 3-, 5-, and 7- level Specialty Training Standard (STS) and the Course Objective List (COL). Each COL includes the tasks and knowledge requirements with the respective standards. Supervisors use the COL to conduct graduate evaluations using AFI 36-2201, Developing, Managing, and Conducting Training. The STS includes basic tasks for initial skills training (3-level) and upgrade training (UGT) (5- and 7-level). Part II further identifies training resources available to support IM progression. At unit level, supervisors and trainers use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

Abbreviations/Terms Explained

This section provides a common understanding of the terms that apply to the Information Management Career Field and Education Training Plan.

Advanced Training. A formal course of training that leads to a technical or supervisory level of an AFS. Training is for selected airmen at the advanced level of an AFS.

Air Education and Training Command (AETC). AETC recruits new people into the US Air Force and provides them with military, technical, and flying training. AETC also provides precommissioning, professional military, and continuing education. AETC is responsible for the free world's largest training system.

Air Force Career Field Manager (AFCFM). The AFCFM is appointed by the respective HQ USAF Deputy Chief of Staff/Assistant Chief of Staff. AFCFMs communicate with major command functional managers and Air Education and Training Command (AETC) training managers to disseminate Air Force and career field policies and program requirements.

Air Force Institute for Advanced Distributed Learning (AFIADL). The result of a merger between the Air Force Distance Learning Office and the Extension Course Institute.

Air Force Job Qualification Standard (AFJQS). A comprehensive task list that describes a particular job type or duty position. Supervisors use the AFJQS to document task qualification. The tasks on AFJQSs are common to all persons serving in the described duty position.

Air Force Qualification Training Package (AFQTP). An instructional course designed for use at the unit to qualify or aid qualification in a duty position, program, or on a piece of equipment. It may be printed, computer-based, or other audiovisual media.

Air Force Specialty (AFS). An AFSC is the basic grouping of positions requiring similar skills and qualifications.

Air Force Training Management System (AFTMS). An HQ AFPC/DPPAT managed computer support system that links Air Force units or activities. This system is used for planning, controlling, and funding formal training throughout the Air Force, including the MAJCOM TDY-to-School Program.

Career Field Education and Training Plan (CFETP). A comprehensive, multipurpose document, that encapsulates the entire spectrum of career field training. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, eliminate duplication, and is budget defensible. CFETPs are officially posted at http://afpubs.hq.af.mil.

Certification. A formal indication of an individual's ability to perform a task to required standards.

Certifying Official. A person assigned by the commander to determine an individual's ability to perform a task to required standards.

Chief Enlisted Manager (CEM) Code. CEM codes identify all chief master sergeant positions in the Enlisted Classification Structure. They also identify chief master sergeants who, through extensive experience and training, have demonstrated managerial ability to plan, direct, coordinate, implement, and control a wide range of work activity. Some managerial duties and responsibilities that are common to all chief enlisted managers are: managing and directing personnel resource activities; interpreting and enforcing policy and applicable directives; establishing control procedures to meet work goals and standards; recommending or initiating actions to improve functional operation efficiency; planning and programming work commitments and schedules; developing plans regarding facilities, supplies, and equipment procurement and maintenance.

Chief Information Officer (CIO). An appointed individual responsible for full and accurate accounting of information technology expenditures, expenses, and results as well as establishing goals and promoting the use of information technology to improve productivity, efficiency, and effectiveness.

Combat Information Transport System (CITS). CITS will upgrade or expand the base-level information transport utility, providing the user with a full range of information services capabilities (voice, data, full motion video, imagery, etc.). Additionally, it will install a common user, fiber optic network for integrated information transport of switched voice, data, video, imagery, and telemetry (to include Integrated Services Digital Network (ISDN) functionality) to essential core buildings at each Air Force base.

Computer Based Training (CBT). A forum for training in which the student learns via a computer terminal. It is an especially effective training tool that allows the students to practice applications while they learn.

Continuation Training. Additional advanced training that exceeds the minimum upgrade training requirements and emphasizes present or future duty assignments.

Core Competency. An integrated bundle of expert knowledge and organizational skills inherent to a particular career field(s) which makes a disproportionate contribution to the success of providing the right skills needed for military operations, anywhere, anytime. It cannot be duplicated by any other organization, and is critical for the future.

Core Knowledge. A general knowledge requirement identified within an Air Force specialty. This document identifies core knowledge items by a double asterisk (**).

Core Task. Tasks the AFCFM identifies as minimum qualification requirements within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

Course Objective List (COL). A publication derived from initial/advanced skills Course Training Standard (CTS), identifying the tasks and knowledge requirements and respective standards provided to achieve a 3- and 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, *Developing, Managing, and Conducting Training*.

Course Training Standard (CTS). A standard developed for all courses not governed by an STS, including specialized training packages and computer-based training courses.

Enlisted Specialty Training (EST). A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

Entry-Level Training. Formal, in-residence training which satisfies basic technical training requirements for entry-level airmen as outlined in AFMAN 36-2108, Airman Classification, for a specific AFS.

Expeditionary Aerospace Force (EAF). The EAF concept is how the Air Force will organize, train, equip, and sustain itself by creating a mindset and cultural state that embraces the unique characteristics of aerospace power – range, speed, flexibility, precision – to meet the national security challenges of the 21st Century.

Exportable Training. Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

Field Operating Agency (FOA). FOAs are subdivisions of the Air Force directly subordinate to a headquarters US Air Force functional manager. An FOA performs field activities beyond the scope of any of the MAJCOMs. The activities are specialized or associated with an Air Force-wide mission.

Field Training. Technical, operator, and other training that either a field training detachment or field training team conducts at operational locations on specific systems and associated direct-support equipment for maintenance and aircrew personnel.

IM Functional Managers (FM). An individual assigned collateral responsibility for training, classification, utilization, and career development of enlisted information management personnel as required by AFI 33-101, *Communications and Information Management Guidance and Responsibilities.*

Global Command and Control System (GCCS). The GCCS is composed of several mission applications built to a single common operating environment, networked to support sharing, displaying, and passing of information and databases. The GCCS infrastructure supports a secret (classified) communications capability, providing data transfer facilities among workstations and servers.

Global Combat Support System (GCSS). The GCSS presents the user fused data on a single platform, which is appropriate for the user's information requirements and access. GCSS provides integrated architecture eliminating multiple and unique functional platforms. Instead of having different workstations, multiple applications (based on each user's requirements) will appear as icons on one workstation. Through centralized program management, GCSS changes are automatically distributed to ensure end-users receive current information. GCSS will eliminate interoperability and visibility shortfalls, such as stovepipe information systems, functional versus process orientation, inability to present a common picture, inadequate cycle and response time, and inadequate infrastructure.

Global Information GRID (GIG). An integrated, interoperable worldwide network of information technology products and management services that processes and moves information.

Information Resource Management (IRM). The process of managing information resources (information and related resources such as personnel, equipment, funds, and related technology) to accomplish agency missions and to improve agency performance.

Initial Skills Training. A formal resident course resulting in award of the 3-skill level.

Instructional System Development (ISD). A deliberate and orderly (but flexible) process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and attitudes essential for successful job performance.

Information Life Cycle Management. The creation, collection, access, storage, retrieval, and disposal of all information originated and received by an organization.

Major Command (MAJCOM). A MAJCOM represents a major Air Force subdivision having a specific portion of the Air Force mission. Each MAJCOM is directly subordinate to HQ USAF. MAJCOMs are interrelated and complementary, providing offensive, defensive, and support elements. aircraft, are assigned to ACC.

Network Control Center (NCC). A work center within the communications squadron that provides network services to the base. They are the single point of presence for information entering and exiting the base network.

Occupational Survey Report (OSR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFSC.

Operationalizing and Professionalizing the Network (OPTN). A broad initiative to standardize Air Force networks and institutionalize networking skills as a communications and information core competency. The term "operationalizing" focuses on the command and control structure of network operations. "Professionalizing" networks involves actions required to organize, train, equip, and sustain the networks and personnel who operate them.

On-the-Job Training (OJT). Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Qualification Training. Actual hands-on, task performance based training designed to qualify airmen in a specific duty position. This training program occurs both during and after the upgrade training process and is designed to provide skills training required to do the job.

Resource Constraints. Resource deficiencies (such as money, facilities, time, manpower, and equipment) that preclude desired training from being delivered.

Skill Progression Training. Training toward a portion of an AFS without a change in AFSC. It is formal training on equipment, methods, and technology that are not suited for OJT and not included in AFS upgrade training.

Skill Training. A formal course that results in the award of a skill level.

Specialty Training Standard (STS). An Air Force publication that describes skills and knowledge that an airman in a particular AFS needs on the job. It further serves as a contract between AETC and the user to show the overall training requirements for an AFSC that the formal schools teach.

Standard. An exact value, a physical entity, or an abstract concept established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. It is a fixed quantity or quality.

Student-Transient-Pipeline (STP). A man-year allowance to account for individuals attending school in transit due to permanent change of station.

System Training Plan (STP). A living document that explains what training is needed for a system and how to obtain the training.

Theater Deployable Communications (TDC). The Air Force is moving from the technology it currently uses to a more dynamic, customer service architecture that meets the requirements of the warfighter and the equipment configuration of the Joint Task Force (JTF) objective architecture. The Air Force TDC program is exploring ways to use commercial off-the-shelf (COTS) equipment and advanced switching technology in the deployable environment to meet JTF goals.

Total Force. All collective components (active, reserve, guard, and civilian elements) of the United States Air Force.

Training Capability. The capability of a training setting to provide training on specified requirements, based on the availability of resources.

Training Planning Team (TPT). Comprised of the same personnel as a U&TW, TPTs are more intimately involved in training development and the range of issues examined is greater than in the U&TW forum.

Training Requirements Analysis (TRA). A detailed analysis of tasks for a particular AFSC to be included in the training decision process.

Training Setting. The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study, etc.).

Upgrade Training. Training that leads to the award of a higher skill level.

Utilization and Training Pattern. A depiction of the training provided to and the jobs performed by personnel throughout their tenure within a career field or AFS. There are two types of patterns:
1) Current pattern, which is based on the training provided to incumbents and the jobs to which they have

been and are assigned; and 2) Alternate pattern, which considers proposed changes in manpower, personnel, and training policies.

Utilization and Training Workshop (U&TW). A forum of the AFCFM, MAJCOM Functional Managers, subject matter experts (SME), and AETC training personnel that determines career ladder training requirements.

Workgroup Management (WM). A group of information systems/technology related tasks that provide immediate, front-line support to the local unit customer and provide primary interface with the communications squadron. See AFI 33-115, Vol 1 and 2 for further detail.

Workgroup Manager. The person certified and appointed under AFI 33-115, Vol 1. Workgroup managers take direction from the Network Control Center.

Section A - General Information

1. Purpose of the CFETP. This CFETP provides the information necessary for functional managers, training managers, supervisors, trainers, and training center to plan, develop, manage, conduct, and document an effective and efficient career field training program. The plan outlines the training that individuals in AFSC 3A0X1 must receive in order to develop and progress throughout their careers. It identifies initial skills, upgrade, qualification, advanced, and continuation training. Initial skills training is the AFS specific training an individual receives upon entering into the AFSC. This training is provided by the 336th Training Squadron (TRS) at Keesler AFB, MS. Upgrade training identifies the mandatory courses, task qualification requirements, and Career Development Course (CDC) completion required for award of the 5-, 7-, or 9-skill level. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge training required to do the job. Continuation training is additional training provided to 3-, 5-, 7-, and 9-level personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some of which are:

1.1. Serves as a management tool to plan, develop, manage, and conduct a career field-training program. Also, ensures that established training is provided at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of the training, and provides the training medium.

1.4. Identifies major resource constraints that impact implementation of the desired career field training program.

2. Use of the CFETP. The CFETP is maintained by the 3AXXX Air Force Career Field Manager (AFCFM), HQ USAF/SCXFD. MAJCOM Functional Managers and AETC review the plan annually to ensure currency and accuracy and forward recommended changes to the AFCFM. Using the list of courses in Part II, they determine whether duplicate training exists and take steps to eliminate/prevent duplicate efforts. Training managers at all levels use the plan to ensure a comprehensive and cohesive training program is available for each individual in the career ladder.

2.1. AETC training personnel develop/revise formal resident and exportable training based upon requirements established by the users and documented in the STS. They also work with the AFCFM to develop procurement and acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MAJCOM Functional Managers ensure their training programs complement the CFETP mandatory initial skill and upgrade requirements. They also identify the needed AFJQSs/AFQTPs to document unique upgrade and continuation training requirements. Requirements are satisfied through OJT, resident training, contract training, or exportable courseware/courses. MAJCOM developed training to support this AFSC must be identified for inclusion into this plan and must not duplicate available training resources.

2.3. 81 TRSS Qualification Training Flight (Q-Flight) personnel develop AFJQSs/AFQTPs based on requests submitted by the MAJCOMs and according to the priorities assigned at the Utilization and Training Workshop (U&TW).

2.4. Unit level training managers and supervisors manage and control progression through the career field by ensuring individuals complete the mandatory training requirements for upgrade specified in this plan and supplemented by their MAJCOM. The list of courses in Part II is used as a reference for planning continuation or career enhancement training.

2.5. Submit recommended CFETP improvements/corrections to the AFSC Training Manager at 336 TRS/TRR, 600 Hanger Road, Keesler AFB MS 39534-2235 or call DSN 597-7783.

3. Coordination and Approval of the CFETP. The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel coordinate on the career field training requirements. The AETC training manager initiates an annual review of this document by AETC and MAJCOM IM functional managers to ensure its currency and accuracy by using the list of courses in Part II to eliminate duplicate training.

Section B - Career Field Progression and Information

4. Specialty Description. This information supplements that presented in AFMAN 36-2108, *Airman Classification*.

CEM Code 3A000, Chief Enlisted Manager   **AFSC 3A051, Journeyman**

AFSC 3A091, Superintendent   **AFSC 3A031, Apprentice**

AFSC 3A071, Craftsman   **AFSC 3A011, Helper**

4.1. **Specialty Summary.** Performs, supervises, manages, and superintends a variety of communications and information tasks, functions, and organizational elements including staff support, publishing, records, administrative communications, and workgroup management (information systems/technology management).

4.2. **Duties and Responsibilities:** The duties and responsibilities of information managers are arranged below starting with items that generally apply to all skill levels within the AFSC and proceeding to items that apply to higher skill levels.

4.2.1. **Staff Support:** Performs, supervises, and manages staff support tasks and functions at every echelon from flight-level to the Air Staff at HQ USAF. This activity involves an integration of all IM core competencies to assist the supported staff with a range of tasks including records management; administrative communications; information flow including processing, controlling, and distributing mail; publishing management; workgroup management.

4.2.2. **Publishing Management:** Performs, supervises, and manages publishing management tasks and functions. Manages electronic and manual publications and forms development, design, control, storage, and dissemination. Maintains record sets of directives and forms. Acquires and distributes publications and forms using manual or electronic means. Provides guidance to ensure publications and forms meet prescribed style, format, and legal/statutory requirements. Performs publication manager duties.

4.2.3. **Records Management:** Performs, supervises, and manages records management tasks and functions. Establishes and maintains offices of record. Conducts surveys to analyze and identify the records created and/or maintained by the office of record. Creates manual and automated file plans. Applies file cutoff procedures, and disposes of and retrieves records. Determines the need for electronic record keeping systems and develops procedures for storage, retrieval, and disposition. Coordinates and implements records maintenance and disposition procedures. Operates and manages automated records information management system. Operates and manages a records staging area for inactive records storage. Disposes of eligible records. Transfers records, as appropriate, to Federal Record Centers and/or the National Archives. Maintains accountability of records on loan from the records staging area, records center or other sources. Evaluates and processes records disposition changes. Manages the information collection and reports program. Performs records manager, functional area records manager and records custodian duties. Performs and supervises Privacy Act (PA) and Freedom of Information Act (FOIA) tasks and functions. Complies with PA and FOIA procedures and provides assistance to ensure others comply. Provides PA and FOIA training. Monitors and manages PA and FOIA requests to ensure compliance with statutory requirements. Provides document release service, and accounts for fees collected.

4.2.4. **Administrative Communications:** Performs, supervises, and manages administrative communications tasks and functions. Implements procedures for manual and electronic creation, control, coordination, dissemination and disposal of administrative communications. Prepares and provides guidance and assistance on preparing official memorandums, messages, and reports, and other administrative communications. Operates the Base Information Transfer System\Center using manual and automated systems. Processes, controls, and delivers administrative communications. Sorts,

weighs, and meters outgoing official mail.   Develops and manages official mail and distribution schedules.   Prepares and manages accountable communications control records.   Manages office symbol and address identifier systems. Ensures administrative communications comply with appropriate style and format. Reviews, edits, and dispatches outgoing administrative communications. Maintains accountability records for controlled communications. Conducts information analyses to determine proper flow and life cycle management of information.

4.2.5. **Workgroup Management:** Performs, supervises, and manages workgroup management (information systems/technology management) tasks and functions. Manages hardware and software. Performs configuration, management and initial diagnostics of information systems. Performs system hardware and software operations, management, and administration. Tests new operating systems and programs. Coordinates and documents information system repairs. Runs system diagnostics and determines cause of hardware and software failures. Removes and replaces line replaceable units to restore system operation. Installs and configures software operating systems and applications. Loads programs, files, and databases. Performs customer support activities. Provides customer service to assist in operation, restoral, and configuration of information systems. Responds to trouble calls. Isolates faults, determines causes, and recovers from malfunctions due to hardware, software, and communications failures. Works with network control activities to resolve information system deficiencies/ problems. Operates information systems (stand alone and networked) to create, collect, use, access, disseminate, maintain and dispose of information. Develops and implements web sites/pages. Manages and assists others in content management of web sites/pages. Manages workgroup-level annual Information Assurance Awareness training requirements. Assists supported activities and units with standard business/office automation applications. Controls and maintains accountability for unit-level information systems. Monitors maintenance contracts and submits reports. Prepares and processes information systems requirements to support mission needs. Monitors/manages information system security programs. Ensures compliance with directives governing physical and operational security requirements for information systems. Reports security incidents and formulates and applies corrective security procedures.

4.2.6. **Information Management Functional Manager duties** (AFI 33-101, Communications and Information Management Guidance and Responsibilities). Appointed by the senior communications and information officer (normally the communications squadron commander). Advises squadron, group, and wing commanders on 3A0X1 utilization and training issues. Assigned collateral responsibility with the Personnel community for training, classification, utilization, and career development of enlisted information management personnel. Ensures depth and breadth of career field training, experience, and development by rotating information managers through a variety of jobs, duty positions, activities, and/or organizations. Communicates and coordinates with MAJCOM IM Functional Manager.

4.2.7. **Chief Enlisted Managers (CEM).** Personnel attaining the rank of Chief Master Sergeant are assigned broad ranging duties in directing and managing a diverse range of communications and information functions including: controlling and facilitating work load and project assignments for individuals, large groups, and workcenters; planning and programming for strategic, wartime, and contingency requirements to support mission needs; budgeting and manpower planning; supervising or superintending major organizational elements; advising and assisting senior leadership with mission requirements and communications and information enlisted corps issues and concerns. Two unique CEM positions are:

4.2.7.1. **MAJCOM Information Management Functional Manager (MFM)** (AFI 36-2201, Developing, Managing and Conducting Training; AFMAN 36-2245, Managing Career Field Education and Training; AFI 36-2101, Classifying Military Personnel (Officers and Airmen); AFMAN 36-2108, Airman Classification). Appointed by the MAJCOM Director of Communications and Information (SC). Advises the MAJCOM/SC and staff on 3A0X1 utilization and training issues. Serves as the MAJCOM voting representative during career field Utilization and Training Workshops. Assists in gathering inputs and data to complete enlisted grade allocation for Career Progression Group (CPG) reviews. Provides guidance to subordinate units on 3A0X1 personnel issues. Assists with the dissemination of information regarding Air Force and career field policies, plans, programs, and procedures to subordinate units.

Assists in identifying qualified subject matter experts to help with the development of Specialty Knowledge Tests (SKT) and the Career Development Course (CDC). Acts as the primary MAJCOM reviewer on CDC training and classification waiver request packages. Coordinates on all MAJCOM 3A0X1 staffing and manpower issues.

4.2.7.2. **Air Force Career Field Manager (AFCFM) for the Information Management Career Field** (AFPD 36-22, Military Training; AFI 36-2201, Developing, Managing and Conducting Training; AFMAN 36-2245, Managing Career Field Education and Training; AFI 36-2101, Classifying Military Personnel (Officers and Airmen); AFMAN 36-2108, Airman Classification). Appointed by the Air Force Deputy Chief of Staff for Communications and Information (DCS/C&I). Advisor to the DCS/C&I on all matters affecting the Information Management career field. Communicates directly with MFMs and AETC Training Managers to disseminate Air Force and career field policies and program requirements. Ensures development, implementation, and maintenance of the CFETP. Serves as the Chairperson for the U&TW and uses it as a forum to determine and manage career field education and training requirements, as they apply to mission needs. Possesses final authority to waive CFETP requirements, including CDCs. Assists AETC training managers and course supervisors with planning, developing, implementing, and maintaining all AFSC-specific training courses. Assists in the development of AFSC-related manpower standards.

5. Skill/Career Progression. Adequate training is essential to timely progression of personnel from the apprentice to superintendent skill levels and plays an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP and the 3A0X1 Education and Training Path table will ensure individuals receive viable training at appropriate points in their careers.

Apprentice (3-Level) Training
Upon completion of initial skills training a trainee will work with a trainer to enhance their knowledge and skills.
Utilize CDCs, AFJQSs/AFQTPs, and other exportable courses to progress in the field.
Once task certified, a trainee may perform the task unsupervised.
Journeyman (5-Level) Training
Enter into continuation training to broaden experience base.
Five-levels may be assigned job positions such as team leader and shift supervisor.
Attend the Airman Leadership School (ALS) after serving 48 months in the Air Force or selection to rank of SSgt (active duty only). In-residence or correspondence course is required for Air National Guard/Air Force Reserve Command (ANG/AFRC) personnel.
Use CDCs and other references identified by the AFCFM to prepare for Weighted Airman Performance Systems (WAPS) testing.
Continue pursuing a Community College of the Air Force (CCAF) degree.
Craftsman (7-Level) Training
A seven-level can expect to fill various supervisory and management positions such as shift leader, team chief, supervisor, or task certifier.
Seven-levels should take courses or obtain added knowledge on management of resources and personnel and attend the 7-level in-residence course.
Completion of education through CCAF and higher degree programs is appropriate.
Attend the Noncommissioned Officer Academy (NCOA). In-residence or correspondence course is required for ANG/AFRC personnel.
Superintendent (9-Level) Training
A nine-level can be expected to fill positions such as flight chief, superintendents, and various staff positions.
Should pursue increased knowledge for budget, manpower, resources, and personnel management.
Continued academic education through completion of higher degree programs is appropriate.
Chief Enlisted Manager (CEM) Training
Must be selected for CMSgt and possess qualifications as a 3A091.
CEMs work in a variety of similar jobs and functional areas where general managerial and supervisory abilities can be most effectively used and challenged.
Resident graduation of the USAF Senior NCO Academy (SNCOA) is a prerequisite for CMSgt sew-on (active duty only). In-residence or correspondence course required for ANG/AFRC personnel.

6. Training Decisions. This CFETP was developed to encapsulate an entire spectrum of training requirements for the Information Management career field, using a building block approach (simple to complex). Included in this spectrum was the strategy of when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication and eliminate a disjointed approach to training.

6.1. The following training decisions were made by members of the 16-20 April 2001 Utilization and Training Workshop:

6.1.1. The duplicative delineation of "staff support vs functional" tasks and knowledge requirements in the current STS was eliminated. All the staff support-type training (admin comm, records management, and pubs management) was realigned underneath its respective "functional" counterpart.

6.1.2. The training item "Business Processes" was renamed "Workgroup Management." This training item absorbed all the former WGA and OPTN training items.

6.1.3. Information Management (IM) Career Field training was renumbered as item 1, the first item in the STS.

6.1.4. Keyboarding training was reduced from 42 to 25 hours. The impetus for this change is the familiarity with and proficiency at keyboarding demonstrated by the typical entrant into the IM apprentice course. This is clearly a result of the widespread, general use of information technology, particularly desktop computers, in nearly every facet of society…including the secondary school system from which the vast majority of apprentice-trainees are recent graduates. This additional training time (17 hours) will be redirected into other areas, including Workgroup Management.

6.1.5 Enhanced Workgroup Management training will be provided on basic skills, such as Internet technologies (web pages, intra/extranets, portals, etc.).

6.1.6. Several training items within Records Management, Privacy Act, and the Freedeom of Information Act were aligned to achieve consistency between these programs. Electronic records keeping (ERK) training will be enhanced through the introduction of an approved ERK software application (7-level course only).

6.1.7. Within Administration Communications Management, enhanced training will be provided on the Defense Messaging System (DMS) based on the transition to DMS from the Automatic Digital Network (AUTODIN).

6.1.8. The Publications Management Program, Forms Management Program, and Publications and Forms Dissemination Management training items were integrated and designated the Publications and Forms Management Program. Several training items related specifically to the Publishing Distribution Office were deleted.

6.1.9. In keeping with the transition to an Expeditionary Air Force, modifications were made to Wartime/Contingency Operations training including enhanced training on responsibilities, skills, planning, unit type code (UTC) identification, deployment and sustainment requirements, information systems setup/operation, and after-action reporting.

6.1.10. An additional section was added to the STS to identify those job qualification standards and/or qualification training packages applicable to the 3A0X1 AFSC.

6.2. Proficiency Training. This training is job qualification for an assigned duty position. Additional qualification training becomes necessary when personnel transfer to another duty position, the unit mission changes, a new program is established, or any time changes in techniques or procedures occur.

6.2.1 AFJQS 3A0X1-225D, Position Certification for Workgroup Managers, 20 Nov 00. This AFJQS constitutes the approved training program for the workgroup manager position. The AFJQS is to be used

by unit training managers, supervisors, trainers, trainees, and other training functions to plan, conduct, and document OJT for all 3A0X1 workgroup managers.

6.2.2. 81 TRSS (Q-Flight) develops AFJQSs/AFQTPs to support tasks, functions, or duties relating to communications-electronics, communications-computer systems, and information management. Completion of certain AFJQSs/AFQTPs is mandatory by duty position for personnel in upgrade or qualification training.

6.2.3. Licensing and Certification Training. AFI 33-115 Vol 2, *Licensing Network Users and Certifying Network Professionals*, defines policy and procedures for training and certifying Air Force network professionals who access the Air Force (.af.mil) domain. Compliance with this AFI meets DoD initiative to train and certify those network professionals who actively manage, configure, and control the network, to a consistent verifiable skill level ensuring the DoD Information Assurance (IA) posture is uncompromised. The objective of the network certification program is to qualify network personnel for position certification during peacetime and combat operations in support of the EAF. Network personnel perform daily network management (NM), control, and administration of information flow within the functional areas as well as within the Network Control Center (NCC). Certification is achieved through a combination of AFJQSs, in-residence courses, supervised on-the-job training (OJT), and Air Force provided interactive computer based training (CBT).

6.2.4. Position Certification for Network Professionals. The network certification program trains all network professionals to standardized criteria. Network professionals are military and DoD civilians who work in the following functional areas: Help Desk Services, Network Administration*,* Network Management, Information Protection (IP), Workgroup Management (WM), and Functional System Administration (FSA). This program ensures network professionals maintain a demonstrable knowledge level and a set of core skills across the Air Force. Training required for a 3A0X1 Workgroup Manager (WM) is identified in AFJQS 3A0X1-225C, Position Certification for Workgroup Managers. This AFJQS outlines the minimum knowledge training and performance tasks required for Network Certification as a WM. MAJCOMs and bases may add unique training requirements to ensure position certification is comprehensive and meets mission needs. Refer to AFI 33-115 Vol 1, *Network Management*, for additional information.

7. Community College of the Air Force (CCAF) Academic Programs. Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity for all enlisted members to obtain an Associate in Applied Science degree. The degree must be completed before the student separates from the Air Force, retires, or is commissioned as an officer. In addition to its associates degree program, CCAF offers the following:

7.1. Occupational Instructor Certification. The College offers the Occupational Instructor Certification to instructors teaching full time in a CCAF affiliated school. To qualify, instructors must complete an instructor course, a teaching practicum, have two years teaching experience, hold an associate or higher degree, and be recommended by their commander/commandant.

7.2. Trade Skill Certification. When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The College uses a competency based assessment process for trade skill certification at one of four proficiency levels-Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

7.3. The Information Management (1AUY) program applies to the 3A0X1 career field.

7.3.1.   Degree Requirements: Individuals must hold the 5-skill level at the time of program completion.

	Semester hours
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Electives	15
Total	**64**

7.3.2. Technical Education (24 semester hours): A minimum of 12 semester hours of Technical Core subjects and courses must be applied and the remaining semester hours will be applied from Technical Core/Technical Elective subjects and courses. Requests to substitute comparable courses or to exceed specified semester hour values in any subject/course must be approved in advance by the technical branch of the CCAF Administrative Center.

7.3.3. Leadership, Management, and Military Studies (6 semester hours): Professional military education (PME) and/or civilian management courses. See CCAF General Catalog for application of civilian management courses.

7.3.4. Physical Education (4 semester hours): Satisfied upon completion of basic military training.

7.3.5. General Education (15 semester hours): Courses must meet the criteria for application of courses to the General Education requirement and be in agreement with the definitions of applicable General Education subjects/courses as outlined in the CCAF General Catalog.

7.3.6. Program Elective (15 semester hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education courses, including natural science courses meeting General Education requirement application criteria. Six semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied.

7.4. See the current CCAF General Catalog for details regarding the Associates of Applied Science in Information Management. The catalog is available at your education office or from http://www.maxwell.af.mil/au/ccaf.

7.5. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an AETC instructor should be actively pursuing an associate degree. A degreed faculty is necessary to maintain CCAF's accreditation through the Southern Association of Colleges and Schools.

8. Career Field Path.

8.1. The following summarizes career progression and personnel allocations across the career ladder. 3A0X1 personnel maintain their individual AFSC identifiers through the rank of SMSgt. Upon promotion to Chief the 3A091 becomes a 3A000. Specific demographic information is available on the Web at http://www.afpc.randolph.af.mil/demographics/demograf/CAFSC.html.

3AXXX Career Field Progression

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                    ┌──────────────────────────────┐
                    │           3A000              │
                    │   Information Management      │
                    │   Chief Enlisted Manager      │
                    └──────────────────────────────┘
                                   │
                         ┌──────────────────────┐
                         │       3A091          │
                         │ Information Management │
                         │    Superintendent     │
                         └──────────────────────┘
                                   │
                            ┌──────────────┐
                            │    3A071     │
                            │ Information  │
                            │  Management  │
                            │  Craftsman   │
                            └──────────────┘
                                   │
                            ┌──────────────┐
                            │    3A051     │
                            │ Information  │
                            │  Management  │
                            │  Journeyman  │
                            └──────────────┘
                                   │
                            ┌──────────────┐
                            │    3A031     │
                            │ Information  │
                            │  Management  │
                            │  Apprentic   │
                            └──────────────┘
```

3A0X1, INFORMATION MANAGEMENT EDUCATION AND TRAINING PATH	
EDUCATION AND TRAINING REQUIREMENTS	AVERAGE SEW ON TIME AND COMMENTS
BASIC MILITARY TRAINING SCHOOL	
APPRENTICE TECHNICAL SCHOOL (3-SKILL LEVEL)...... Mandatory	Amn ....6 months
UPGRADE TO JOURNEYMAN (5-SKILL LEVEL) Minimum 15 months OJT training (9 months for retrainees) and completion of 5-Level CDCs... Mandatory Specific AFJQSs/AFQTPs for duties at assigned location..... Mandatory AETC Supplemental training courses as determined by MAJCOM .... Optional	A1C......................16 months SrA.......................3 years Earliest ....3 years HYT......................10 years
AIRMAN LEADERSHIP SCHOOL (ALS) Attendance is limited to SSgt selectees or those attaining 48 months Total Active Federal Military Service (TAFMS) and who have not been selected for promotion to SSgt. Completion is mandatory before assuming the rank of SSgt. ANG/AFRC may complete by correspondence course... Mandatory	TRAINER: Any rank may qualify as a trainer provided they attend a formal OJT Trainer course; are officially appointed by the commander; and are certified on the task they are training.
UPGRADE TO CRAFTSMAN (7-SKILL LEVEL) Minimum rank of SSgt. 12 months OJT training. Completion of 7-level CDCs. Attendance at formal 7-level school. Must be a 7-level to sew on TSgt. .... Mandatory AETC Supplemental training courses as determined by MAJCOM .... Optional	SSgt ....7.5 years Earliest ....3 years HYT......................20 years TSgt ....12.5 years Earliest ....5 years HYT......................22 years CERTIFIER: Must be a SSgt and possess at least a 5-skill level or equivalent experience (civilian); be officially appointed by the commander; attend a formal OJT Certifier course; be certified on the task they are certifying; and be a person other than the trainer.
NONCOMMISSIONED OFFICER ACADEMY (NCOA) Attendance is limited to TSgt and TSgt selectees. Completion is mandatory before assuming the rank of MSgt. ANG/AFRC may attend in-residence as SSgt or TSgt or complete correspondence course. .... Mandatory NCOA Correspondence Course .... Optional	MSgt ....16 years Earliest ....8 years HYT......................24 years

3A0X1, INFORMATION MANAGEMENT EDUCATION AND TRAINING PATH	
EDUCATION AND TRAINING REQUIREMENTS	AVERAGE SEW ON TIME AND COMMENTS
USAF SENIOR NONCOMMISSIONED OFFICER ACADEMY (SNCOA) Attendance is limited to SMSgt, SMSgt selectees, and selected MSgts. Completion is mandatory before assuming the rank of CMSgt. .... Mandatory SNCOA Correspondence Course.. Optional ANG/AFRC may complete by correspondence course. ANG/AFRC MSgts may attend in-residence. .... Mandatory	SMSgt ....19.2 years Earliest ....11 years HYT.......................26 years
UPGRADE TO SUPERINTENDENT (9-SKILL LEVEL) Awarded upon sew on of SMSgt. .... Mandatory C-CS Management and Generic AFJQSs/AFQTPs for various unit level duties.. Mandatory	CMSgt..................21.5 years Earliest ....14 years HYT.....................30 years

NOTE 1: Published sew-on times are Air Force averages. Refer to the Air Force Personnel Center's homepage to determine career field specific information: http://www.afpc.randolph.af.mil/eprom.
NOTE 2: See Part II, Sections C and D for a list of AFJQSs/AFQTPs and AETC supplemental training.

8.2. Occupational Badges. The following guidance outlines the requirements for and heraldic significance of the Information Management occupational badges. For additional information, see AFI 36-2923, *Aeronautical, Duty, and Occupational Badges*.

Basic -- Worn upon completion of technical school

Senior -- Worn after award of the 7-skill level

Master -- Worn as a master sergeant or above with 5 years
in the specialty from award of the 7-skill level

Heraldic Significance

The scroll and quill were used throughout the ages to represent information management in both the military and private business.

The scroll symbolizes the essence of information management: knowledge and the ability to access that knowledge when it is needed. Centuries ago the scroll was the primary means to record all matters of importance. The scroll reminds today's information manager of the importance of their responsibilities in the employment of aerospace power. The scroll is unrolled representing the availability of this knowledge to the people and organizations who need it.

The quill historically represents the systems used to record information. While not as technologically advanced as today's automated information management systems, the quill reminds us of the importance of timely and accurate recording of our knowledge. The quill is displayed partially covering the scroll admonishing information managers of their duty to protect our knowledge from improper disclosure.

The globe represents the span of information management systems around the world and into space. The globe also represents the large number and divergent groups of customers information managers support.

The wreath encompassing the badge represents excellence. The wreath surrounds all the other symbols to show that excellence is the standard of performance for information managers.

Section C - Skill Level Training Requirements

9. Purpose. Skill levels in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award, and retention of each skill level. The specific task and knowledge training requirements are identified in the COL and STS at Part II, Sections A and B of this CFETP.

10. Specialty Qualification Requirements.

10.1. **Apprentice (3-Level) Training.**

KNOWLEDGE	Knowledge is mandatory of policies and procedures relating to the life cycle of information, including administrative communications, official records, publications and forms; general office management principles; organizational structure and its interrelationship with the mission; security practices; information systems; and software applications. Completion of the basic IM apprentice course satisfies this mandatory requirement.
EDUCATION	Completion of high school with courses in business, English composition, computer science or information systems, mathematics, and keyboarding is desirable.
TRAINING	Completion of the Information Management Apprentice course, E3ABR3A031 004 (PDS Code 83Z) (See Part II, Section B for Course Objective List)
EXPERIENCE	None required
OTHER	Ability to keyboard 25 wpm.
IMPLEMENTATION	Entry into training is accomplished by approved retraining from any AFSC or initial classification.

10.2. **Journeyman (5-Level) Training.**

KNOWLEDGE	Mandatory knowledge includes policies and procedures relating to the life cycle of information; communications flow; computer applications, configurations, security and initial trouble shooting; customer service relations, administrative communications, correspondence, messages, publications, and forms management; general office management principles; organizational structure and its interrelationship with the mission; communications and information terminology and procedures; security practices, operation, and management of information systems; wartime contingency preparation and operations.
EDUCATION	Completion of high school with courses in business, English composition, computer science or information systems, mathematics, and keyboarding is desirable.
TRAINING	Completion of the 3A051 Career Development Course Completion of all STS core tasks Completion of applicable AFJQSs/AFQTPs Completion of all local tasks assigned for the duty position Completion of an advanced-level training course for the following software applications is **mandatory for upgrade to the 5-skill level**: word processing, spreadsheet, database, and graphics presentation. Formal courses or CBTs may be used as training sources. CBT courses are available via the USAF CBT System (http://afcbt.den.disa.mil/usafcbt/default.asp).
EXPERIENCE	Qualification in and possession of AFSC 3A031 Experience is mandatory in office management; publications and forms management; workgroup management; and preparing, controlling, and processing written.
OTHER	None
IMPLEMENTATION	Entry into formal journeyman upgrade training is accomplished once individuals are assigned to their first duty station. Qualification training is initiated anytime individuals are assigned duties for which they are not qualified. Use OJT, CDCs, and AFJQSs/AFQTPs concurrently to obtain the necessary qualifications.

10.3. **Craftsman (7-Level) Training.**

KNOWLEDGE	Knowledge is mandatory of policies and procedures for information life-cyle including administrative communications, records management, planning and programming, publishing, general office management, workgroup management procedures employed within functional areas, operation and application of information systems, control of the information life cycle, and determining information needs and requirements of customers.
TRAINING	Completion of the 3A071 Career Development Course
	Completion of the Information Management Craftsman course, E3ACR3A071 001 (PDS Code 3AI)
	(See Part II, Section B for Course Objective List)
	Completion of all STS core tasks
	Completion of applicable AFJQSs/AFQTPs
	Completion of all local tasks assigned for the duty position
	Completion of an advanced-level training course for the following software applications is **mandatory for upgrade to the 7-skill level**: word processing, spreadsheet, database, and graphics presentation. Formal courses or CBTs may be used as training sources. CBT courses are available via the USAF CBT System (http://afcbt.den.disa.mil/usafcbt/default.asp). Advanced-level training courses completed as part of 5-skill level upgrade training will count towards this requirement.
EXPERIENCE	Qualification in and possession of AFSC 3A051
	Experience is mandatory in performing or supervising information management functions and demonstrating a high level of technical expertise in information life-cycle including distributing mail and messages; planning and programming; document security; records management; publications and forms; preparing, monitoring, controlling, and processing written communications; and wartime contingency preparation and operations.
OTHER	None
IMPLEMENTATION	Entry into OJT is initiated when individuals obtain the necessary rank and skill level. Qualification training is initiated anytime an individual is assigned duties for which they are not qualified. Use OJT, CDCs, and AFJQSs/AFQTPs concurrently to obtain the necessary qualifications.

10.4. **Superintendent (9-Level) Training.**

KNOWLEDGE	Knowledge is mandatory of Air Force organization; the information life-cycle including role of information management/communications and information; publishing management; records management, administrative communications; information systems/technology concepts and terminology; understanding information/computer system, hardware and software components, and operating systems; advanced understanding of primary business software applications including database, spreadsheet, word processing, and presentation.
TRAINING	No mandatory AETC training courses are required for upgrade.
EXPERIENCE	Qualification in and possession of AFSC 3A071
	Experience in directing most functions such as preparing, processing, controlling, and distributing correspondence and messages; document security and transmission; publications and forms development, design, control, and dissemination; records management; electronic communications; and workgroup management is mandatory. Completion of the AFCA Information Management seminar is highly desirable. (https://www.afca.scott.af.mil/seminars/)
OTHER	None
IMPLEMENTATION	Entry into OJT is initiated when individuals are selected for the rank of SMSgt. Qualification training is initiated anytime individuals are assigned duties for which they are not qualified.

10.5. Training Sources.

10.5.1. AFSC specific training – 336 TRS, Keesler AFB, MS at https://wwwmil.keesler.af.mil.

10.5.2. CDC 3A051 and 3A071 are available for upgrade purposes through the unit training manager and satisfy the knowledge requirements specified in the STS.

10.5.3. AFJQSs/AFQTPs are Air Force publications and are mandatory for use by personnel in upgrade or qualification training. They are developed by the 81 TRSS (Q-Flight), Keesler AFB, MS and may be downloaded from https://wwwmil.keesler.af.mil/81trss/qflight/welcome.html. Procedures for requesting development of AFJQSs/AFQTPs are contained in AFI 36-2233, *Air Force On-the-Job Training Products for Communications-Electronics Enlisted Specialty Training*. AFJQSs/AFQTPs are listed in Part II, Section C, of this CFETP.

10.5.4. Upgrade and qualification training for the duty position, program to be managed, or equipment to be used, is provided by qualified trainers. Requests for qualified trainers/certifiers should be directed to your base IM functional manager and base training manager.

10.5.5. The USAF CBT System (http://afcbt.den.disa.mil) is a unique and viable tool to keep Air Force personnel skilled in the technology they use in carrying out their missions by providing information technology training anytime, anywhere to the user's desktop. It is a key training source to support 3A0X1 OJT and should be used by workcenter surpervisors to enhance the scope/quality of training already available, reduce training costs, and provide training options not otherwise available. The system is tailored towards flexibility--after registering from a ".mil" location, students can accomplish the user-friendly desktop training courses from any location--work, home, or while TDY.

Section D - Resource Constraints

11. Purpose. This section identifies known resource constraints that preclude optimal/desired training from being developed or conducted, including information such as part numbers, national stock numbers, number of units required, cost, manpower, etc. Included are narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training. Finally, this section includes actions required, OPR, and target completion date. Resource constraints will be, at a minimum, reviewed and updated annually.

12. Apprentice (3-Level) Training.

12.1. Constraints: None.

12.1.1. Impact. N/A

12.1.2. Resources Required. N/A

12.1.3. Action Required. N/A

12.2. OPR/Target Completion Date. N/A

13. Journeyman (5-Level) Training.

13.1. Constraints: None.

13.1.1. Impact. N/A

13.1.2. Resources Required. N/A

13.1.3. Action Required. N/A

13.2. OPR/Target Completion Date. N/A

14. Craftsman (7-Level) Training.

14.1. Constraints: None.

14.1.1. Impact. N/A

14.1.2. Resources Required. N/A

14.1.3. Action Required. N/A

14.2. OPR/Target Completion Date. N/A

Section E - Transition Training Guide

There are currently no transition training requirements. This area is reserved.

PART II
Section A - Specialty Training Standard

1. Implementation. This STS will be used for technical training provided by AETC for classes beginning 20020819 and graduating 20021008.

2. Purpose. As prescribed in AFI 36-2201, this STS:

2.1. Lists in column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level. Column 2 identifies Core Tasks (*) and Core Knowledge (**) which are specialty-wide training requirements.

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completion date. (As a minimum, use the following column designators: Stop Date, Certifier Initials).

2.3. Shows formal training and correspondence course requirements. Column 4A shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task and career knowledge provided by course E3ABR3A031 004, Information Management Apprentice. Column 4B shows the knowledge level and individual should posses after taking the 5-level CDC. Column 4C shows the proficiency to be demonstrated on the job by the graduate as a result of training in Course E3ACR3A071 001, Information Management Craftsman. It also shows the knowledge level an individual should posses after taking the 7-level CDC. See the AFIADL Catalog maintained at http://www.maxwell.af.mil/au/afiadl for current CDC listings.

2.4. Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.
2.5. Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, On-the-Job Training Record, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.5.1. Training Documentation. Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. Complete the following columns in Part II of the CFETP:

2.5.1.1. Initial Certification. Evaluate qualifications and when verified, certify using:

2.5.1.1.1. Core/Critical Tasks. Start date, stop date, trainee's initials, trainer's initials, and certifier's initials.

2.5.1.1.2. Non-Core/Non-Critical Tasks. Start date, stop date, trainee's initials, and trainer's initials.

2.5.1.2. Transcribing from Old Document to CFETP. Evaluate current qualifications and when verified recertify using:

2.5.1.2.1. Tasks Previously Certified and Required in Current Duty Position (Core/Critical Tasks). Current date as stop date, trainee's initials, and certifier's initials.

2.5.1.2.2. Tasks Previously Certified and Required in Current Duty Position (Non-Core/Non-Critical Tasks). Current date as stop date, trainee's initials, and trainer's initials.

2.5.1.2.3. Tasks Previously Certified but Not Required in Current Duty Position. Carry forward only the previous completion date of certification (not the initials of another person). If and when transcribed tasks become duty position requirements, recertify using standard certification procedures.

2.5.1.2.4. The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their prescribed role and must be listed in the identification block of Part II to the CFETP.

2.5.1.2.5. Give the member the old CFETP upon completion of transcription.

2.5.1.3. Documenting Career Knowledge. When a CDC is not available: the supervisor identifies STS training references the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFMAN 36-2108. For two time CDC course exam failures, supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes study of the STS references, undergoes evaluation by the task certifier, and receives certification on the STS. NOTE: Career knowledge must be documented prior to submitting a CDC waiver.

2.5.1.4. Decertification and Recertification. When an airman is found to be unqualified on a task previously certified, the supervisor lines through the previous certification or deletes the previous certification when using an automated system. Appropriate remarks are entered on the AF Form 623A, On-the-Job Training Record Continuation Sheet, as to the reason for decertification. The individual is recertified using the normal certification process.

2.5.2. Training Standard. Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

2.5.2.1. Core Knowledge. All items identified by a double asterisk (**) in column two of STS are core knowledge and required for all information managers. All requests to waive core task identified in the CFETP must be routed through the applicable base training manager to the MAJCOM IM functional manager for coordination and forwarding to the AFCFM for approval.

2.5.2.2. Core Tasks. All tasks identified by a single asterisk (*) in Column 2 of the STS are core tasks for all skill levels. To be considered fully qualified and eligible for higher skill level award, personnel must be duty position qualified and be trained and certified on all core tasks. All requests to waive core task identified in the CFETP must be routed through the applicable base training manager to the MAJCOM IM functional manager for coordination and forwarding to the AFCFM for approval.

2.6. Promotion Tests. The CFETP also serves as a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKT) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog (http://www.afpc.randolph.af.mil/testing/). Individual responsibilities are listed in chapter 1 of AFI 36-2605, *Air Force Military Personnel Testing System*. WAPS is not applicable to the Air National Guard or Air Reserve Forces.

3. Recommendations. Comments and recommendations are invited concerning the quality of AETC training. A Customer Service Information Line (CSIL) has been installed for the supervisors' convenience. For a quick response to concerns, call the CSIL at DSN 597-4566, fax at DSN 597-3790, or e-mail at 81trg-tget@keesler.af.mil. Reference this STS and identify the specific area of concern (paragraph, training standard element, etc.).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL   JOHN L. WOODWARD, JR., Lieutenant General, USAF
                                            DCS/Communications and Information

Attachment:
3A0X1 Specialty Training Standard

PREFACE

NOTE 1: Users are responsible for annotating technical references to identify current references pending STS revision. Locate current Air Force publications at http://afpubs.hq.af.mil. All 37- series publications are being changed to 33- series publications. Please check with your local publishing personnel to get the correct number for all references listed within this CFETP.

NOTE 2: Core tasks are identified in the STS by a single asterisk (*) in Column 2 and are required for all skill levels. To be considered fully qualified and eligible for higher skill level award, personnel must be duty position qualified and be trained and certified on all core tasks. Only the base training manager in coordination with the MAJCOM IM functional manager and concurrence of the AFCFM can waive core task training and/or certification.

NOTE 3: Core knowledge tasks are identified in the STS by a double asterisk (**) in Column 2 and are required for all information managers. Only the base training manager in coordination with the MAJCOM IM functional manager and concurrence of AFCFM can waive core knowledge requirements.

NOTE 4: The ability to keyboard 25 words per minute with no more than 5 errors is required for the 3-skill level and is identified in the STS by a triple asterisk (***) in Column 4A(1) of Task 6, Keyboarding. There are no additional keyboarding requirements for award of higher skill levels.

NOTE 5: Knowledge and/or performance tasks are defined in the AFJQS. AFJQS items set the standard for qualification and certification and are mandatory for use in conjunction with this STS when applicable to the duty position.

NOTE 6: All objectives are trained during wartime.

	SCALE VALUE	DEFINITION: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
	2	Can do most parts of the task. Needs help only on hardest parts. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
***Task Knowledge Levels**	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step by step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (COMPLETE THEORY)
****Subject Knowledge Levels**	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)

PROFICIENCY CODE KEY

EXPLANATIONS

* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Examples: b and 1b)

** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task or for a subject common to several tasks.

 - This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.

 X This mark is used alone in course columns to show that training is required, but not given, due to limitations in resources.

THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY

Personal Data – Privacy Act of 1974

PRINTED NAME OF TRAINEE *(Last, First, Middle Initial)*	INITIALS *(Written)*	SSN

PRINTED NAME OF CERTIFYING OFFICIAL AND WRITTEN INITIALS	
N/I	N/I
N/I	N/I
N/I	N/I
N/I	N/I
N/I	N/I
N/I	N/I

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 3 AND NOTE 4 IN THE STS PREFACE)	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
1. INFORMATION MANAGEMENT (IM) CAREER FIELD TR: AFI 32-7045, 33-101, 38-101, AFMAN 10-401 Vol 1, 36-2108, 37-104; AFPD 37-1; WMP 1 Annex K; DODD-8000.1; DODM 8020.1; 3A0X1 CFETP												
1.1. Doctrine and Legal Frame Work							A		A	-		B
1.2. IM Processes							A		A	-		-
1.3. Structure of IM Career Field							A		A	-		-
1.4. Specific Duties and Responsibilities							A		A	-		-
1.5. Environmental Compliance							-		-	-		-
1.6. Information Life Cycle Management							A		-	-		-
1.7. Emerging Technologies							A		-	A		-
1.8. Core Competencies							A		-	-		-
1.9. Enterprise Information Management (EIM) Architecture							A		A	-		-
1.10. Information Resource Management (IRM)							A		A	-		A
2. SUPERVISION TR: AFI 36-2103, 36-2406												
2.1. Orient Newly Assigned Personnel							-		-	-		-
2.2. Assign Personnel to Work Area							-		-	-		-
2.3. Plan Work Assignments and Priorities							-		-	-		-
2.4. Schedule Work Assignments							-		-	-		-
2.5. Establish												
2.5.1. Work methods							-		-	-		-
2.5.2. Control							-		-	-		-
2.5.3. Performance standards							-		-	-		-
2.6. Evaluate Work Performance							-		-	-		-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 3 AND NOTE 4 IN THE STS PREFACE)	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
2.7. Provide Performance Feedback to Subordinate Personnel							-		-		-	-
2.8. Counsel Personnel and Help Resolve Individual's Problems							-		-		-	-
2.9. Initiate Action to Correct Substandard Performance by Personnel							-		-		-	-
3. TRAINING TR: AFI 36-2201; AFPD 36-22												
3.1. Evaluate Personnel to Determine Need for Training							-		-		-	-
3.2. Plan and Supervise OJT												
3.2.1. Prepare job qualification standards (JQS)							-		-		-	-
3.2.2. Conduct training							-		-		-	-
3.2.3. Counsel trainees on their progress							-		-		-	-
3.3. Maintain Training Records							-		-		-	-
3.4. Evaluate Effectiveness of Training Programs							-		-		-	-
3.5. Recommend Personnel for Training							-		-		-	-
4. OPERATIONAL RISK MANAGEMENT (ORM) TR: AFI 90-901, 91-301, 91-302; AFPD 91-3												
4.1. Hazards of AFSC 3A0X1							A		-		-	-
4.2. AFOSH Standards for AFSC 3A0X1							-		-		-	-
4.3. Maintain Safe Work Area							-		-		-	-
5. INFORMATION ASSURANCE												
5.1. Communications Security (COMSEC) TR: AFI 31-401; AFPD 31-4, 33-2							A		A		-	-
5.2. Operations Security (OPSEC) TR: AFI 10-1101; AFPD 10-11							-		-		-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 3 AND NOTE 4 IN THE STS PREFACE)	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5.3. Computer Security (COMPUSEC) TR: AFI 33-202; AFPD 33-2							2b		B	-		B
5.4. Emission Security (EMSEC) TR: AFI 33-203; AFPD 33-2							A		A	-		-
5.5. Information Assurance Program TR: AFI 33-204												
5.5.1. Threats and Vulnerabilities							A		A	-		-
5.5.2. Identify/Report insecurities							b		b	-		-
5.5.3. Protective Measures							b		B	-		-
5.6. Information Warfare TR: AFDD 2-5							A		-	B		-
6. KEYBOARDING (See Note 4)	*						***		-	-		-
7. WORKGROUP MANAGEMENT (WM) TR: AFI 33-115 Vol 1&2; AFMAN 37-104; AFPD 33-1, 37-1												
7.1. Program Objectives							A		-	-		A
7.2. Responsibilities							A		-	-		A
7.3. Network Concepts	**						A		A	-		A
7.4. Network Architecture							A		A	-		A
7.5. Information Systems Safety	**						A		A	A		A
7.6. Computer Peripheral Familiarization												
7.6.1. Install disk drive	**						2b		A	-		-
7.6.2. Install circuit boards	**						2b		A	-		-
7.6.3. Keyboard	**						b		A	-		-
7.6.4. Printer	**						b		A	-		-
7.6.5. Tape drive	**						b		A	-		-
7.6.6. Optical storage media	**						b		A	-		-
7.6.7. Optical scanning device	**						b		A	-		-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 3 AND NOTE 4 IN THE STS PREFACE)	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
7.6.8. Pointer devices	**						b		A	-	-
7.6.9. Monitor	**						b		A	-	-
7.6.10. CPU	**						b		A	-	-
7.7. Perform Personal Computer (PC) System Startup/Shutdown	*						2b		-	-	-
7.8. Software											
7.8.1. Install/configure software	*						2b		-	-	-
7.8.2. Use word-processing	*						2b		-	-	-
7.8.3. Use database	*						2b		-	-	-
7.8.4. Use spreadsheet	*						2b		-	-	-
7.8.5. Use graphic presentation	*						2b		-	-	-
7.8.6. Use anti-virus software	*						2b		-	A	A
7.8.7. Use file compression software	*						2b		-	A	-
7.8.8. Use electronic mail (e-mail)	*						2b		B	-	-
7.8.9. Use electronic forms	*						2b		-	-	-
7.9. Client Workstation Configuration Management											
7.9.1. Create directory	*						2b		-	-	-
7.9.2. Modify directory	*						2b		-	-	-
7.9.3. Delete directory	*						2b		-	-	-
7.9.4. Transfer files/FTP	*						2b		-	2b	-
7.9.5. Use operating system (OS)	*						2b		-	-	-
7.9.6. Create startup disk	*						2b		-	-	-
7.9.7. Partition hard drive	*						b		-	-	-
7.9.8. Check available disk space	*						2b		-	-	-
7.9.9. Back-up hard drive	*						b		-	-	-
7.9.10. Restore hard drive	*						b		-	-	-
7.10. E-mail/Network Addressing							A		-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 3 AND NOTE 4 IN THE STS PREFACE)	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A START DATE	B STOP DATE	C TRAINEE INITIALS	D TRAINER INITIALS	E CERTIFIER INITIALS	A 3 SKILL LEVEL (1) Course	(2) CDC	B 5 SKILL LEVEL (1) Course	(2) CDC	C 7 SKILL LEVEL (1) Course	(2) CDC
7.11. Initial System Diagnostics												
7.11.1. Recover from system crash	*						b			-	2b	-
7.11.2. Check files for corruption	*						b			-	2b	-
7.12. Risk Analysis							-			A	B	B
7.13. Create/Manage User Account							2b			-	B	-
7.14. Electronic File Management	*						2b			-	2b	-
7.15. Print Management	*						A			-	B	-
7.16. Internet Technologies TR: AFI 33-129												
7.16.1. Develop web pages	*						2b			-	2b	-
7.16.2. Use/manage web site	*						2b			A	3b	B
7.16.3. Use portals							A			A	-	-
7.17. Software/Hardware Policy and Procedures TR: AFI 33-113, 33-114, 33-115 Vol 1&2							A			-	B	-
7.18. Mission Needs Statement TR: AFI 10-601; AFPD 10-1							-			-	-	A
8. OPERATIONALIZING AND PROFESSIONALIZING THE NETWORK (OPTN) TR: AFI 33-115, Vol 1												
8.1. Network Operation Security Center (NOSC) Familiarization							A			A	-	-
8.2. Network Control Center (NCC)							A			A	-	-
8.3. Combat Information Transfer System (CITS)							A			A	-	-
8.4. Global Command and Control Systems (GCCS)							A			A	-	-
8.5. Global Combat Support Systems (GCSS)							A			A	-	-
8.6. Joint Technical Architecture (JTA) – Air Force TR: AFI 33-133; AFTTP (I) 3-2.22							-			-	A	-

Attachment 1

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 3 AND NOTE 4 IN THE STS PREFACE)	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
8.7. Global Information Grid							A		-	-	-	
9. RECORDS MANAGEMENT TR: AFI 33-322; AFMAN 37-104, 37-123; AFPD 37-1; Title 44, USC												
9.1. Program Objectives							A		A	-		B
9.2. Responsibilities							A		A	-		B
9.3. Supplies and Equipment							-		-	-		-
9.4. Prepare Automated Files Maintenance Disposition Plan												
9.4.1. File maintenance and disposition plan	*						2b		B	-		-
9.4.2. Files disposition labels	*						a		B	-		-
9.4.3. File folder labels	*						a		B	-		-
9.4.4. Cross-reference documents	*						-		A	-		-
9.4.5. File/Retrieve documents	*						2b		B	-		-
9.4.6. Charge-out procedures							-		A	-		-
9.4.7. Cutoff procedures	**						A		B	-		B
9.4.8. Disposition procedures	**						A		B	-		B
9.4.9. File drawer label	*						a		B	-		-
9.5. Staging Area Operations TR: AFI 37-138							-		A	-		-
9.6. Records Disposition Recommendations TR: AFI 37-138; AFMAN 37-139							-		A	-		A
9.7. Federal Register Requirements TR: AFI 37-120							-		-	-		A
9.8. Publications Coordination												
9.8.1. Privacy Act (PA) compliance TR: AFI 33-332							-		A	-		-
9.8.2. Creation of records							-		A	-		-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 3 AND NOTE 4 IN THE STS PREFACE)	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
9.8.3. Disposition of records TR: AFI 37-138; AFMAN 37-139							-		A		-	-
9.8.4. Information collection report control symbols TR: AFI 33-324							-		A		-	-
9.9. FOIA Program TR: DoD 5400.7/AF Sup												
9.9.1. Program objectives							A		B		-	-
9.9.2. Responsibilities	**						A		B		-	-
9.9.3. Process							A		B		-	-
9.10. Privacy Act (PA) Program TR: AFI 33-332; http://defenselink.dtic.mil/privacy/notices/usaf												
9.10.1. Program objectives							A		B		-	-
9.10.2. Responsibilities							A		B		-	-
9.10.3. Process							A		B		-	-
9.10.4. PA material												
9.10.4.1. Access	**						A		B		-	-
9.10.4.2. Protection	**						A		B		-	-
9.10.4.3. Disposal	**						A		B		-	-
9.11. For Official Use Only (FOUO) TR: AFI 33-129; DODR 5400.7/AF Sup												
9.11.1. Access							A		B		-	B
9.11.2. Protection							A		B		-	B
9.11.3. Disposal							A		B		-	B
9.12. Electronic Records Keeping (ERK) TR: AFI 33-202	**						A		A		1a	-
10. ADMINISTRATIVE COMMUNICATIONS MANAGEMENT TR: AFMAN 33-326, 37-104												
10.1. Program Objectives							A		A		-	B

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 3 AND NOTE 4 IN THE STS PREFACE)	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
10.2. Responsibilities							A		A	-		B
10.3. Correspondence Management TR: AFMAN33-326							A		B	-	-	
10.4. Authentication Process TR: AFI 33-321, AFMAN 33-326							-		A	-	-	
10.5. Official Mail Management TR: DOD 4525.8M/AF Sup; DOD Postal Manual Vol 1 & 2												
10.5.1. Base Information Transfer System/Center (BITS/BITC)							A		A	-	-	
10.5.1.1. Activity Distribution/Action Office (ADO/AAO) TR: AFI 31-401, 33-329; AFPD 31-4; DOD 4525.8M/AF SUP and DOD 4525.6M							A		A	-	-	
10.5.1.1.1. Mail classes							A		A	-	-	
10.5.1.1.2. Process accountable mail	*						a		A	-	-	
10.5.1.1.3. Process official mail	*						a		A	-	-	
10.5.2. Document security TR: AFI 31-401; AFPD 31-4, 33-2												
10.5.2.1. Security classification designations							A		B	-	-	
10.5.2.2. Process classified material												
10.5.2.2.1. Marking	*						a		B	-	-	
10.5.2.2.2. Safekeeping	*						a		B	-	-	
10.5.2.2.3. Security incidents	*						a		B	-	-	
10.5.2.2.4. Access	*						a		B	-	-	
10.5.2.2.5. Accountability	*						a		B	-	-	
10.5.2.2.6. Transmission	*						a		B	-	-	
10.5.2.2.7. Disposal	*						a		B	-	-	
10.5.3. Categorical address management/distribution							-		A	-	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 3 AND NOTE 4 IN THE STS PREFACE)	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
10.6. Air Force Standard Office Symbol Program							-		-	-	-	
10.7. E-mail Management TR: AFI 33-119							-		A	-	A	
10.8. Suspense Actions							A		-	-	-	
10.9. Prepare Administrative Communications TR: AFH 33-337; AFI 33-119, 33-321; AFMAN 33-128, 33-326												
10.9.1. Official Memorandum	*						2b		B	-	-	
10.9.2. Other written communications (e.g. endorsement, MFR, etc.)							2b		B	-	-	
10.9.3. Electronic messages (e.g. AUTODIN, DMS, etc.)							2b		B	-	-	
10.10. Administrative Orders TR: AFI 33-328, 65-103												
10.10.1. Types of orders							A		B	-	-	
10.10.2. Authentication methods							A		B	-	-	
11. PUBLISHING MANAGEMENT TR: AFI 33-360 Vol 1 & 2, 37-160 Vol 7, 37-161; AFIND 2,9; AFMAN 37-104												
11.1. Publications Management												
11.1.1. Program objectives							A		A	-	B	
11.1.2. Responsibilities							A		A	-	B	
11.1.3. Structure of publications							A		B	-	-	
11.1.4. Numbering process							A		A	-	-	
11.1.5. Publications preparation							-		A	-	-	
11.1.6. Record sets of publication							-		A	-	-	
11.1.7. Publications review							-		A	-	-	
11.1.8. Electronic publishing							A		A	-	B	
11.1.9. Maintains publications (e.g. supplements, interim changes, etc.)							b		B	-	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 3 AND NOTE 4 IN THE STS PREFACE)	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
11.1.10. Access publications	*						2b		A	-	-	
11.2. Forms Management												
11.2.1. Program objectives							A		A	-	B	
11.2.2. Responsibilities							A		A	-	B	
11.2.3. Categories of forms							A		A	-	-	
11.2.4. Forms design							-		A	-	-	
11.2.5. Numbering process							-		A	-	-	
11.2.6. Record sets of forms							-		A	-	-	
11.2.7. Forms review							-		A	-	-	
11.3. Publications and Forms Dissemination												
11.3.1. Program objective							A		A	-	B	
11.3.2. Responsibilities							A		A	-	B	
11.3.3. Types of dissemination used for publications							A		A	-	-	
11.3.4. Organizational Accounts Representative (OAR) responsibilities	**						A		A	-	-	
11.3.5. Product Announcements and Subscriptions							-		A	-	-	
11.3.6. Accountable forms control							A		A	-	-	
12. FUNCTIONAL MANAGEMENT TR: AFMAN 33-101, 37-104												
12.1. Responsibilities							-		-	B	A	
12.2. Manpower Management							-		-	-	-	
12.3. Personnel Management							-		-	-	-	
12.4. Financial Resources							-		-	-	-	

Attachment 1

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 3 AND NOTE 4 IN THE STS PREFACE)	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
13. WARTIME/ CONTINGENCY OPERATIONS TR: AFI 33-101; AFMAN 10-401 Vol 1 & 2; WMP-1 Annex K; Joint Task Force Information Plan; AF Form 209; AFTTP(I) 3-2.22												
13.1. Responsibilities/Skills	**						A		A	B	-	
13.2. Planning							-		A	B	-	
13.3. Unit Type Code (UTC) Identification							A		A	B	-	
13.4. Deployment and Sustainment Requirements							-		A	A	-	
13.5. Setup/Operate Information Systems							-		A	2b	-	
13.6. After Action Reporting	**						A		B	A	-	
14. COMMUNICATION AND INFORMATION ANNUAL AWARDS PROGRAM TR: AFI 36-2845							A		A	-	B	
200. AIR FORCE JOB QUALIFICATION STANDARDS APPLICABLE TO 3A0X1 TR: AFI 36-2233; CFETP 3A0X1 (See Note 5)												
225.2. AFJQS 3A0X1-225B, Postal Augmentee												
225.4. AFJQS 3A0X1-225D, Position Certification for Workgroup Managers												
225.11. AFJQS XXXXX-225K, IONSCAN 400B												

Section B - Course Objective List

4. Measurement. Each objective is indicated as follows: **W** indicates task or subject knowledge which is measured using a written test, **PC** indicates required task performance which is measured with a performance progress check, and **PC/W** indicates separate measurement of both knowledge and performance elements using a written test and a progress check.

5. Standard. The standard is 70% on written examinations. Standards for performance measurement are indicated in the objective and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check, and students may be required to repeat all or part of the behavior until satisfactory performance is attained.

6. Proficiency Level. Most task performance is taught to the "2b" proficiency level which means the student can do most parts of the task, but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step by step procedures for doing the task.

7. Course Objectives. These objectives are listed in the sequence taught by Block of Instruction. Because the IM career field is ever changing, we are providing a website with a "living" course objective list (COL). As changes are made to the courses they will also be made to the website. Use the following link to get started, then navigate to the COL by selecting the 81 TRW, 81 TRG, and finally the 336 TRS to locate the COL for the Information Management Apprentice and Craftsman courses. https://wwwmil.keesler.af.mil/.

Section C - Support Materials

8. The following list of support materials is not all-inclusive; however, it covers the most frequently referenced areas. The most current products can be found at the 81 TRSS/TSQ web page, and are available for download from the web site at https://wwwmil.keesler.af.mil/81trss/qflight/welcome.html. These training products are also listed in AFIND 8, though not as current. Procedures for requesting product development are found in AFI 36-2233. 8.1. AFJQSs/AFQTPs applicable to AFSC 3A0X1:

Publication No.	**Pseudo Code**	**Publication Title**
AFJQS 3A0X1-225B	3A0X1-225.2.	Postal Augmentee
AFJQS 3A0X1-225D	3A0X1-225.4.	Position Certification for Workgroup Managers
AFJQS 3A0X1-225K	3A0X1-225.11.	IONSCAN 400B Postal Screening System

8.2. AFJQSs/AFQTPs currently in/scheduled for development:

Publication No.	**Publication Title**
AFJQS 3A0X1-225A	Administrative Communication and Information Program Management
AFQTP 3A0X1-225C	Information Management Wartime/Contingency Operations Handbook

Section D - Training Course Index

9. Purpose. This section of the CFETP identifies training courses available for continuation/ supplemental training. For information on all formal courses, refer to the Air Force Education and Training Course Announcements (ETCA) database, formerly AFCAT 36-2223, *USAF Formal Schools Catalog* at https://hq2af.keesler.af.mil/etca.htm.

10. Air Force In-Residence Courses.

Course Number	Course Title	Location
E3ABR3A031 004	Information Management Apprentice	Keesler
E3ACR3A071 001	Information Management Craftsman	Keesler
MCADRE 002	Contingency Wartime Planning	Maxwell
MCADRE 005	Information Warfare Application	Maxwell

11. AF Communications Agency (AFCA) Seminars. For current courses and descriptions go to the AFCA website at https://www.afca.scott.af.mil/seminars/.

12. Air Force Institute for Advanced Distributed Learning (AFIADL) Courses. For a current listing of AFIADL courses go to http://www.maxwell.af.mil/au/afiadl.

13. Exportable Courses.

For a current list of available CBT courses refer to the USAF CBT System http://afcbt.den.disa.mil.

Section E - MAJCOM Unique Requirements

14. Some MAJCOMs/FOAs/DRUs have initiated standardized training for all 3A0X1s assigned, particularly in the area of Workgroup Management. Contact your base-level IM Functional Manager to determine if your MAJCOM has developed specific training requirements beyond those identified in this CFETP.

Section F – Important Information

A NOTE FROM THE 3A0X1 AFCFM AND MAJCOM/FOA/DRU 3A0X1 FUNCTIONAL MANAGERS

TO: Commanders, Supervisors, and 3A0X1 Functional Managers

Information managers are the only AFSC in the Air Force who are assigned in every functional area and are often supervised by a person having a different AFSC. Because of this, we need a unique approach to meet our training needs to include a job rotation program. The base-level IM Functional Manager, normally located in the communications squadron/group, facilitates the assignment, training, and utilization of information managers across the installation. In order for this to work we need your help and support. We realize at times you will have to give up your "super" troop or be inconvenienced for a short time in order to provide the individual the proper training they need. In the long run you will have better trained information managers which will benefit the entire Air Force. We also ask you to please use your information managers in the way the Air Force has envisioned and trained them. Compare the job requirements with the content of this CFETP to determine if an information manager is the appropriate AFSC. Please take into consideration that information managers take a specialty knowledge test (SKT) based on the areas outlined in this CFETP and contained in 3A0X1 CDCs. It will take a team effort to help our information managers keep up with the rapidly changing technology. With your help we will meet those demands and help the Air Force achieve one of its core capabilities: Information Superiority.

TO: Trainers, Training Managers, and Certifiers
We need your help to ensure our information managers are properly trained. As a minimum they must be able to perform and understand the core tasks and knowledge identified in column 2 of the STS of this CFETP. Many bases have found unique ways of meeting this challenge. Some bases, for example, have created a list of base-wide 3A0X1s who are qualified and trained as certifiers. The base-level IM Functional Manager, normally assigned to the communications squadron, can help you identify these personnel. Another approach is to temporarily assign the trainee to the communications squadron where they can receive training. You play an important role in ensuring every information manager meets the training challenges of today and in preparation for the mission challenges of the future. We need your support to succeed.

TO: Information Managers

It is **your responsibility** to ensure you do everything in your power to meet the training requirements identified in this CFETP. Take your time and read the plan thoroughly so you understand every facet of it. If you have questions or concerns seek out the senior information manager in your organization and/or your base-level IM Functional Manager. These personnel can assist you in your quest for training. Most importantly, don't sit back and wait to get the training you need--**Be proactive and start now!**

Section G – Recommended Professional Reading List

A professional reading list for Information Managers is available via the IM and Postal website (https://www.afca.scott.af.mil/imweb/resources.htm). The selections contained in this list cover a wide variety of topics ranging from public laws to information technology texts to commercial periodicals. The listing of a selection is not intended to nor does it reflect an official endorsement of the individual publications and/or the author's opinions or perspectives. The more familiar you are with concepts contained in these publications, the better informed you will become and, ultimately, the better prepared you will be to help the Air Force achieve information superiority.